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## Membership Update / Renewal Form

Use this form to update/renew your membership with The Nevada Registry.

## Renewing is easy!

All you have to do to renew your file is update your personal and employment information, provide a current/valid email address and submit any additional training certificates of completion, college transcripts showing completion of additional ECE courses/completion of your degree, and/or copies of any newly acquired licenses, teaching certificates, or endorsements. This information is important because it helps document the professional development progress you have made throughout the year and could result in a change in your Career Ladder level. Remember, as a courtesy, the Registry warehouses all of your training records in a central location should you ever need to replace lost or misplaced documentation, but more importantly, the more you provide to us with each renewal, the more complete and accurate your professional development profile will be.

### Reminders:

**PLEASE TYPE OR PRINT CLEARLY USING BLACK OR BLUE INK ONLY.**

**SUBMIT COPIES OF YOUR DOCUMENTATION – DO NOT MAIL ORIGINALS. PLEASE DO NOT SEND COPIES ON COLORED PAPER AND/OR THAT ARE ILLEGIBLE. BECAUSE THE NEVADA REGISTRY ARCHIVES/SCANS ALL MEMBER FILES, IT IS IMPORTANT THAT THE COPIES SUBMITTED ARE OF GOOD QUALITY.**

**FAXED RENEWAL FORMS WILL NOT BE ACCEPTED.**

**PROVIDE A VALID/CURRENT EMAIL ADDRESS IN ORDER TO CONTINUE TO RECEIVE RENEWAL REMINDER NOTICES. PAPER NOTIFICATIONS VIA THE MAIL WERE DISCONTINUED IN JANUARY 2017.**

The Nevada Registry takes your privacy and the protection of information about individual members seriously. All of the information provided on this application is confidential\*. Aggregated membership and training approval system data may be shared with collaborators and interested parties and/or released to community and statewide agencies to support data projects and to aid in the planning for increased funding, quality and services of the early childhood community. In all cases, data is never disclosed with any personally identifying information attached. Any data provided to the community via the website and/or collaborators through other means, is combined in order to report on large groups of people, rather than on any individual member.

*\* Child Care Licensing Surveyors and center/program Administrative staff are provided with read-only login credentials to conduct a limited database search and generate a list of employees by center and/or to search for an individual by name for the purposes of verifying membership with the Registry/ensuring compliance with the regulation regarding mandatory participation. The only information available through this search is the status of an individual's application, their last reported employer, Registry ID #, and their certificate expiration date. Personal information such as Career Ladder level, prior work history or any other personal information is not accessible.*

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## Section 1: Personal Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ (As you want it printed on your certificate.)

Previous Last Name(s): \_\_\_\_\_ Registry ID #: \_\_\_\_\_

Mailing Address (required): \_\_\_\_\_ Apt. #: \_\_\_\_\_

Your certificate will be mailed to the address listed above.

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone #: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Please provide your email address above, **even if it has not changed since your last renewal**. Because The Nevada Registry is transitioning to a paperless system, it is imperative that a current/valid email address registered in your name be provided at **every** renewal. General company email addresses will not be accepted. Please note that by not supplying an email address, you are electing **not** to receive notifications, updates pertinent to your membership and most importantly; renewal reminder notices. Additionally, if this field is left blank, it will be assumed that any previously-provided email address is no longer valid. As such, it will be removed from your account and you will no longer receive renewal reminder notifications from The Nevada Registry via email.

### Identification Verification Questions (required)

The Nevada Registry is committed to maintaining the security of your information. A system generated, unique Registry ID number will be assigned to your file upon account creation. This number, along with the last 5 digits of your Social Security number, will be used to verify your identity should you ever need to contact our office to obtain any information contained within your account.

Date of Birth (MM/DD/YYYY): \_\_\_\_/\_\_\_\_/\_\_\_\_ Last 5 digits of Social Security #: XXX - X [ ] - [ ] [ ] [ ] [ ]

## Section 2: Current Employer

Complete this section if you are currently employed in a paid, part-time or full-time, early childhood position.

Program Name: \_\_\_\_\_

Program Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Work Fax: (\_\_\_\_) \_\_\_\_\_

This is a new place of employment since my past update.

End Date:  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Leaving Code:  
\_\_\_\_\_  
(Choose from the list in Part E on next page.)

Type of Program:

- Licensed Child Care Center
- Licensed Family Child Care
- Licensed Group Home
- Head Start
- State Funded Pre-K Program
- Elementary School (K- Grade 3)
- School-Age/Youth Development Program
- Family, Friend or Neighbor Care (Unlicensed)
- Early Intervention/Special Education
- Other child/family-related program (specify): \_\_\_\_\_

I have more than 1 job in ECE (Please list additional places of employment in Section 2, Part D on next page).

Check if applicable:

I am currently a college student in Nevada at:

- CSN – College of Southern Nevada
- GBC – Great Basin College
- UNLV - University of Nevada – Las Vegas
- UNR – University of Nevada – Reno
- TMCC – Truckee Meadows Community College
- WNC – Western Nevada College
- Other: \_\_\_\_\_



## Section 2 Continued: Current Employer

Choose a position code from the list in **Part A** and enter it in **Part B**. If the exact title for your position is not reflected in the list, please choose the title code that **MOST CLOSELY** fits.

### A. Position Title Codes (to be used in Parts B and D below)

#### Direct Service Positions\*

1. Center/Preschool Director/Administrator
2. Assistant Director/Program Director
3. Infant/Toddler Director
4. Infant/Toddler Assistant Director
5. Lead/Head Teacher
6. Assistant Teacher/Aide
7. Floater/Breaker/Substitute
8. Dept. of Education, Licensed ECE Teacher
9. Dept. of Education, Licensed ECE Special Education Teacher
10. Before/After School Teacher
11. Licensed Family Child Care Provider
22. Licensed Group Home Provider
21. Family, Friend or Neighbor Care (Unlicensed)
12. Other (direct): \_\_\_\_\_

\*Direct service positions refer to the direct care of children; most commonly in a licensed child care setting.

#### Indirect Service Positions

13. Early Childhood Trainer/Coordinator
14. Early Intervention Provider
15. Child Care Resource & Referral (CCR&R)
16. Higher Education Faculty
17. Program Administrator (indirect)
24. TA Provider (Coach, Mentor, Consultant)
18. Other child/family agency (indirect): \_\_\_\_\_

#### Other

19. Unemployed
20. Employed but not working in ECE

### B. Current Position Information

Position Title Code: \_\_\_\_\_  
(Select from list in Part A)

Start Date: (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of Hours Worked Per Week: \_\_\_\_\_

Hourly Wage: \$ \_\_\_\_\_ per hour  
(or Gross Annual Salary if a Family/Group Child Care Provider)  
\$ \_\_\_\_\_  
(Wage data is collected only for the purpose of helping to determine the average hourly wage of all professionals working in ECE and is never individually reported or disclosed.)

Number of Months Worked Per Year: \_\_\_\_\_

When did you receive your last wage increase at your **current** place of employment? (Check only one)

- Within last 3 months       More than 1 year ago  
 3-6 months ago       I haven't received a raise  
 6 months – 1 year ago

### C. Age Group (The age of children you are currently working with. Check all that apply. Please include the percentage of time if working with more than one age group.)

- Infants (0-12 months) % of time: \_\_\_\_\_     
  Preschool (37 months – Pre-K) % of time: \_\_\_\_\_     
  Youth (13-21 years) % of time: \_\_\_\_\_  
 Toddler (13-36 months) % of time: \_\_\_\_\_     
  School Age (Kindergarten – 12 years) % of time: \_\_\_\_\_     
  N/A

### D. All Previous and Verifiable Early Childhood Work Experience (Direct and Indirect)

Complete this section only if you have previous work experience that you DID NOT include on your initial application, or to report a 2nd place of employment (i.e. if you currently have more than one job in ECE). If you do not have any additional experience to add, skip to Section 3.

- All fields are required. Previous employment listed with incomplete dates (and/or no dates) will not be factored into your total number of direct service hours and could result in an inaccurate Career Ladder level and/or total number of self-reported years in the field that are listed on your certificate. Applications will not be reprocessed due to failure to provide dates and/or employers at the time of application.
- List each position separately. If you hold, or have held, more than one position for the same employer, list those positions separately.
- If you have held the same position at more than one place of employment, list each experience separately.
- Do not include any previous employment that is not ECE-related (i.e., retail, food service, etc.).
- Recognition for volunteer work can be noted in Section 3.

Previous Work in ECE and/or Additional Current Jobs in ECE	City	State	Position Title Code (Choose from list in Part A above)	# of Hours Worked Per Week	Hourly Wage	Reason for Leaving Code (Choose from list in Part E below)	Dates of Employment	
							Start (MM/DD/YYYY)	End (MM/DD/YYYY)
Employer: Phone: (    ) Address:								
Employer: Phone: (    ) Address:								
Employer: Phone: (    ) Address:								
Employer: Phone: (    ) Address:								
Employer: Phone: (    ) Address:								

### E. Reason for Seeking New Employment (applies to all previous positions). Please select only one for each position above.

- A. New job in ECE      C. Relocation      E. Personal  
 B. New job outside the field of ECE      D. Maternity Leave      F. Other: \_\_\_\_\_

### Section 3: Professional Contributions

Professional contributions/achievements are typically volunteer activities for which you do not receive compensation and that are not part of your paid position or job description. These activities are generally (but not limited to) efforts that extend beyond your center/agency/organization and are aimed at increasing your personal professional involvement, and typically benefit the larger early childhood community.

Please check **up to three** contributions that you feel are your greatest accomplishments achieved in the last 12 months.

The contributions you select will be highlighted on your certificate along with your Career Ladder level and self-reported years in the field.

*Note: Professional contributions will be updated on an annual basis upon renewal to the Registry. Certificates will not be reissued due to failure to check contributions and/or failure to provide required documentation. Contributions will only be listed on your certificate when accompanied by documentation (i.e., statement from the board, membership card, etc.).*

- Perfect attendance on the job for the last 12 months (must provide verification from your employer)
- Completed 30 or more informal child care training hours in the last 12 months
- Completed a Professional Development Plan
- Volunteer in an Early Childhood program or related ECE organization
- Current member of a local, statewide or national AEYC organization. Member #: \_\_\_\_\_
- Current member of a local school-age, family, or teacher support group. Member #: \_\_\_\_\_
- Board member or Officer of a local, state or national professional child care organization
- Participated in the process and helped achieve national accreditation
- Nationally accredited Family Child Care or Group Home provider
- Recipient of an award specific to the Early Care and Education profession in the last 12 months
- Approved trainer with The Nevada Registry
- Presenter at a local, state, or national conference
- Committee member for regional or statewide conference
- Active member of The Nevada Registry Advisory Committee
- T.E.A.C.H. Early Childhood Nevada Scholarship Participant
- Active member of the T.E.A.C.H. Early Childhood Nevada Advisory
- Committee Editor of local, state, or regional Early Childhood newsletter
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

### Section 4: Workforce Demographics

The purpose of collecting this information is to gain knowledge about the Early Care and Education workforce and to assist in making positive changes to the professional development system in Nevada. The information reported here WILL NOT affect your Career Ladder placement, nor will it ever be disclosed with any identifying information attached. All data provided to collaborators and for reporting purposes is combined in order to report on large groups of members and will never be reported about you as an individual. Although this section is optional, we hope you will consider answering the questions so that we may gather a more accurate picture of our ECE workforce in Nevada.

- I am choosing to skip this optional section.

#### Family Composition/Marital Status:

- Single
  - Married
  - Divorced
  - Widowed
  - Other: \_\_\_\_\_
- Do you have children/dependents you are financially responsible for?
- Yes If yes, how many? \_\_\_\_\_
  - No

#### Other:

Are you the sole source of income for your household?

- Yes
- No

Do you currently have another job outside the field of ECE?

- Yes
- No

If yes, on average how many hours do you work at this job? \_\_\_\_\_

#### Employee Benefits

Check the benefits you receive from your **current** employer. Do not include benefits received from another source (i.e., spouse, parents, etc.).

Check all that apply.

- Employer-paid health insurance  
If not paid by employer, option to purchase health insurance through employer % paid by employer: \_\_\_\_\_
- Employer-paid retirement  
If not paid by employer, option to contribute to a retirement plan. % of employer match: \_\_\_\_\_
- Paid sick/personal days # of days per year: \_\_\_\_\_
- Paid tuition/professional development. Amount per year: \$ \_\_\_\_\_
- Paid vacation days # of days per year: \_\_\_\_\_
- No benefits

## Section 5: Final Step - Sign Your Renewal Form!

### Thank you for renewing your membership with The Nevada Registry!

**Please ensure that you have provided a valid/current email address.** If your renewal is complete upon submission, you will receive an email to confirm receipt and verify that you are in compliance with the Child Care Licensing requirements for mandatory participation (if applicable). You will also be notified via email if your renewal is not complete upon submission. Incomplete renewal forms will be securely recycled after 15 calendar days. Please note that you are not considered to be in compliance with Child Care Licensing until you have renewed your membership.

Once your application has been processed, you will receive another email notifying you that your Certificate of Achievement packet has been mailed to the mailing address on file (or available to download once the Registry has transitioned to a paperless system). Please notify our office if you do not receive your packet within 30 business days of the email. Certificates will be replaced at no charge if our office is notified within this timeframe. However, a \$10 replacement fee will be imposed on requests made 30 days beyond the date of the confirmation email.

*\*Occasionally, emails sent from The Nevada Registry are returned as undeliverable and/or considered spam. Please note that email confirmations are generally sent within 48 business hours of receipt of an application. If you do not hear from us within that timeframe, it is possible that your message was returned or was blocked on your end. Please check your junk mail and/or spam folders. If you do not see the email you are expecting, contact our office at (775) 327-0670 or (800) 259-1906 so we may help resolve the issue.*

I certify that the information included in this and all future renewals is true and correct. I understand that I am responsible for the information included on this form and that it will not be processed if any of the required fields are left blank. I further understand that the Registry may use the information in my file to compile and publish group/aggregated data reports that may be made public both locally and nationally as part of the National Workforce Registry Alliance to help create a national dataset of early childhood workforce data. I acknowledge that information may be accessed by regulatory agencies, Nevada's Quality Rating and Improvement System, and other quality initiatives in the future as directed by the funding agency of The Nevada Registry. I do hereby indemnify the Registry Advisory Committee, employees, and agents against any claims whatsoever arising out of or connected with the information and/or any subsequent professional placement. I understand that The Nevada Registry is a public entity that will protect the confidentiality of personally-identifiable information provided to the extent permitted under state and federal law. I further recognize that my participation in The Nevada Registry is on an annual renewal basis and that I am responsible for any renewal fees, reprocessing fees, replacement certificate fees, etc., that may be assessed in the future. I agree to submit all information as requested by my certificate expiration date. Should further documentation be needed in order to process my renewal, I will cooperate fully with the staff of The Nevada Registry by submitting requested information within 15 calendar days of the email notification. I understand that documentation that cannot be verified will not be considered in my Career Ladder level placement.

**YOUR RENEWAL WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE.**

Member Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Release of Information (optional)

By signing below, I grant The Nevada Registry permission to release my name and contact information to organizations that would like to notify me of upcoming training events, special offers/events, membership prizes, limited scholarship opportunities, etc.

*Note: As a policy, the Registry does not release any personal information about our members. If you sign below, the ONLY information provided to agencies will be your name, email address and/or home mailing address. Career ladder levels, employment information, or any other personal information contained in your career development file will not be released.*

Member Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**MAIL YOUR COMPLETED RENEWAL FORM TO:**

**The Nevada Registry  
240 S. Rock Boulevard,  
Ste. #143  
Reno, NV 89502**

**PLEASE ENSURE THAT YOU HAVE ATTACHED SUFFICIENT POSTAGE TO YOUR RENEWAL.  
MAIL WITH POSTAGE DUE WILL BE RETURNED TO THE SENDER.**



## Member Renewal Checklist

### KEEP THIS PAGE FOR YOUR REFERENCE.

Please review the checklist below and refer to the Career Ladder to determine what is needed to advance to the next level. You might find that the level initially assigned isn't truly reflective of who you are as an ECE professional; not because you haven't achieved the level requirements, but because documentation was not submitted with your initial application to verify your professional and educational accomplishments. Keep in mind that all members are placed at the highest level of the Career Ladder supported by the documentation included with each application. Make sure we have everything needed to accurately place you on the ladder by submitting as much as possible at the time of your renewal!

The following items are needed to update your membership/Career Development file with The Nevada Registry:

- This signed form completed in full.

Copies of the following:

- High School Diploma (if recently earned or not submitted with your initial application).**

It can make a difference! If you are currently at Level 1.1, your Career Ladder level will increase to 1.2 simply by submitting a copy of your High School Diploma. Your level could even increase to 1.3 if you also have 1000 hours of direct experience and 15 hours of completed Registry-approved training!

- All Registry-approved training certificates received since the date of your last application (or all previously completed training if not submitted with your initial application).**

Document your entire ECE career! If you are currently at Level 1.2, your Career Ladder level will increase to 1.3 simply by sending in training certificates documenting the annual training hours you are required to complete for Licensing. And, if you've been in the field for 10 or more years and have kept your training certificates, your level could increase to 2.1 simply by submitting certificates documenting 120 or more hours of training!

- Updated college transcripts showing any additional ECE courses completed and/or degrees\* earned since the date of your last application (or not submitted with your initial application).**

Education in ECE counts! 8 ECE credits is all that is needed to increase your level to 2.1 or higher on the Career Ladder. Show us that you've completed 20 or more ECE credits and you'll be placed at Level 3.1 or 3.2 on the Career Ladder! Even if your degree is not in ECE, you can place at the level commensurate with your degree when you provide transcripts documenting 30 or more ECE credits.

\*Frequently, college diplomas do not specify the degree earned. For this reason, transcripts showing courses and degree names are required. Without transcripts, members may not receive appropriate credit for ECE degrees.

- Any ECE licenses, teaching certificates or endorsements received since the date of your last application (or not submitted with your initial application).**

ECE specialization and licensure count too! Not only do these things highlight your additional educational accomplishments, if your degree is not in ECE, it could be the difference between being placed at levels 1-3 and the level commensurate with your degree.

### Reinstatement Fee (if applicable):

- \$25 check or money order made payable to "WCSD – The Nevada Registry".

*A payment to reinstate your account is required only when submitting a renewal 30 or more days after the expiration date listed on your most recent Certificate of Achievement/Participation.*

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# THE NEVADA EARLY CARE AND EDUCATION PROFESSIONAL CAREER LADDER

The Career Ladder is tailored specifically to the field of Early Care and Education (ECE) with 7 levels representing various combinations of formal education, training and direct experience (up to 4000 hours). Follow this path to achieve your educational and professional goals!



## Certificate of Participation (Pre-Level)

P

Individuals placed at this level have applied for Career Ladder placement and are active members of the Registry, but have not yet accumulated the 1000 hours of direct experience in the field of ECE necessary to place at a level.

## LEVEL 1

1

**1.1** Initial Child Care Licensing requirements and a minimum of 1000 hrs. of direct experience

**1.2** All of 1.1 plus a high school diploma/GED

**1.3** All of 1.1, 1.2 and 1 ECE college credit or 15 hrs. approved training

## LEVEL 2

2

**2.1** Current CDA or 8 ECE college credits and 2000 hrs. direct experience, or high school diploma/GED, 120 hrs. of approved CKA training, and 2000 hrs. direct experience

**2.2** 12 ECE college credits and 3000 hrs. direct experience

## LEVEL 3

3

**3.1** Apprenticeship Certificate or 20 ECE college credits and 4000 hrs. direct experience

**3.2** 1-year ECE certificate or 30 college credits with 24 in ECE and 4000 hrs. direct experience

## LEVEL 4

4

**4.1** Associate's degree in ECE or Associate's degree in another field with 30 or more ECE college credits

**4.2** All of 4.1 and 4000 hrs. direct experience

## LEVEL 5

5

**5.1** Bachelor's degree in ECE or Bachelor's degree in another field with a state teaching license containing an ECE endorsement or a Bachelor's degree in another field with 30 or more ECE college credits

**5.2** All of 5.1 and 4000 hrs. direct experience

## LEVEL 6

6

**6.1** Master's degree in ECE or Master's degree in another field with a state teaching license containing an ECE endorsement or a Master's degree in another field with 30 or more ECE college credits

**6.2** All of 6.1 and 4000 hrs. direct experience

## LEVEL 7

7

**7.1** Doctorate in ECE or Doctorate in another field with a state teaching license containing an ECE endorsement or Doctorate in another field with 30 or more ECE college credits

**7.2** All of 7.1 and 4000 hrs. direct experience

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